

**BUREAU OF LAND MANAGEMENT**  
**Volunteer Program Adjunct Team (VPAT)**

**CHARTER**

**Background:**

The Bureau of Land Management (BLM) is committed to sustaining the health, diversity, and productivity of public lands for present and future generations. With 258 million acres and the vast resources the agency manages this is a challenging mission.

To complete its mission the Bureau relies on its volunteers to assist it with a multitude of on-the-ground projects; Nearly 30,000 of volunteers donate almost 1.3 million hours annually — equivalent to the work of more than 700 full-time employees. In key areas across the West, volunteers take part in restoration projects and help the BLM find innovative approaches to resource conflicts. They are informed and involved citizens who care about the land and its resources and serve as key partners with the agency. Volunteers play a critical role in meeting BLM's mission goals for many years and will continue to do so in years to come

The Volunteer Program in the BLM is overseen by the Education, Interpretation, and Partnership Division (EI&P) based in Washington, D.C. and is guided by the agency's National Strategy which was issued in 2004.

An interdisciplinary team composed of staff from all levels of the organization acts as an adjunct to the EI&P staff and helps implement the agency's Volunteer Program. This interdisciplinary team is known as the Volunteer Program Adjunct Team (VPAT).

**Purpose and Objectives:**

The VPAT was established to work in partnership with the Division of EI&P to implement the objectives of the Bureau's national volunteer strategy. Playing an important role in representing the needs and perspectives of the field, the VPAT will:

1. Provide field input and expertise to implement volunteer-related objectives.
2. Build upon the best volunteer management practices of BLM and other federal agencies, as well as other key volunteer organizations.
3. Implement designated action items in the Volunteer Program National Strategy 2004.
4. Work collaboratively with BLM field offices to ensure that field input is incorporated into the development of national programs and materials.

The VPAT assists the Division of EI&P in reviewing policy and practices to increase program effectiveness. The Team members provide expertise ideally from all levels and perspectives of the BLM organization.

### **Membership and Organization:**

The Volunteer Program Adjunct Team (VPAT) ideally consists of seven (7) regular members who represent a range of field, state, and Washington Office personnel affiliated with the volunteer program. These positions are ideally as follows:

- 1 representative from the Washington Office Division of EI&P
- 2 State Office volunteer coordinators
- 2 Field Office volunteer coordinators
- 1 resource specialist
- 2 BLM volunteers

Contingent on funding, the VPAT will hold an annual meeting at locations determined by the Team members based on logistical requirements and program-related activities. Monthly conference calls will be conducted as a consistent method of communication and assurance that assigned action assignments are completed.

### **Tenure of Team Members and Team Lead:**

Current VPAT members will serve staggered terms of either two or three years in duration. Members will have the option to decide the length of terms to fit the needs of VPAT. Terms will be staggered to ensure continuity in the Team's operation and also the ideal representation of Bureau levels/expertise from year to year. The Team will designate a Chairperson from its membership to serve a term of at least two years. Vacancies on the Team will be filled through an application/selection process implemented by the WO Division of EI&P.

### **Team Member Responsibilities:**

- \* Attend all scheduled meetings of the Team
- \* Support the Volunteer Program as outlined in the Volunteer Program National Strategy 2004
- \* Share in the workload necessary to complete assignments
- \* Participate in a consensus-driven process
- \* Be informed about program policies and practices
- \* Establish a dialogue with the field staff, ensuring that field interests are communicated back to the Division of EI&P

The Chairperson will:

- \* Manage the scheduling of meetings and conference calls
- \* Develop meeting and conference call agendas
- \* Arrange and coordinate facilitation needs with a qualified facilitator
- \* Lead discussions or presentations when necessary
- \* Maintain or arrange for recording meeting/conference call minutes

Signature approval of this Team Charter indicates official implementation of VPAT.

Approval:

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Date:\_\_\_\_\_

Mary Tisdale, Chief  
Division of Education, Interpretation & Partnerships (WO-172)

Concurrence

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Date:\_\_\_\_\_

Director, Office of National Landscape Conservation System and Community Partnerships

### **Current Members of the VPAT (2009)**

- Noel Stephens, Chair, BLM, California Desert District, Moreno Valley, CA (760) 252-6011, E-mail: [noel\\_stephens@blm.gov](mailto:noel_stephens@blm.gov)
- Bill Cook, volunteer, Barstow, CA (760) 252-5000, E-mail: [bcook@discoverytrails.org](mailto:bcook@discoverytrails.org)
- Shelly Fischman, BLM WO EE&V Group (202) 452-0359, E-mail: [shelly\\_fischman@blm.gov](mailto:shelly_fischman@blm.gov)
- Steve Smith, BLM, volunteer, Ridgecrest, CA (760) 384-5400, E-mail: [steve\\_smith@ca.blm.gov](mailto:steve_smith@ca.blm.gov)
- Jane Clodfelter, volunteer, Canon City, CO (719) 269-8500, (719) 275- 6303, E-mail: [ejcolo@outdrs.net](mailto:ejcolo@outdrs.net)
- Sherry Foot, BLM, Utah State Office, UT (801) 539-4195 E-mail: [sherry\\_foot@blm.gov](mailto:sherry_foot@blm.gov)